SEPTEMBER 2013

DELAWARE
CLAIMS
PROCESSING
FACILITY

TRUST ONLINE USER MANUAL

Celotex Asbestos Trust

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Important Notice on Celotex Migration

The Celotex Asbestos Settlement Trust began accepting claims in 1998. Since that time all claims have been stored in their hard copy form with their respective documents. As part of the Celotex migration to Trust Online, all claim form attachments and responses will be manually scanned and uploaded by the Facility.

In other words, claim documents will not automatically move into Trust Online. In preparation of this, the Facility began this scanning process in March 2012. All Celotex claims will be flagged in Trust Online as "Pending upload of hardcopy documents by facility". This upload process will not impact the FIFO or Review process.

Chapter 1 Firm Super User

The Firm Super User Account

The Delaware Claims Processing Facility has created a super user-friendly web-based secured environment to assist firms in the submitting, updating and settling of asbestos related claims. This innovative website supplies firm users with all of their claimant's information at a click of a button.

In addition to the Trust Online website, DCPF provides training and technical support for all Trust Online related issues. In addition to the secured website, each Trust has their own public website that provides valuable resources, downloads, news articles, medical/exposure requirement information and much more. The News section also includes any and all enhancements made to Trust Online in response to feedback from current firms using the site.

Firms that wish to sign up to use Trust Online, must first have a partner or member of the firm complete an Electronic Filer Agreement (E-filer) and send the completed E-filer back to the Facility for processing. A **Firm Super User** (FSU) account will be created for the partner or member who signed the E-filer. The firm must complete an E-filer agreement for each Trust that they would like to access through Trust Online. The E-filers are located on the Downloads page of the specific Trust public website.

Once the E-filer has been processed by the Facility, a Trust Online package will be sent, which includes a letter with the FSU's username and password, a copy of the processed E-filer and this instructional manual to Trust Online.

With the username and password in hand, the FSU will need to log into Trust Online to begin *creating accounts* for their staff and *setting the notification preferences*. To get to the login page, proceed to any of the public websites, such as the **Celotex Asbestos Settlement Trust**, and click on the Login link located on the right menu bar.

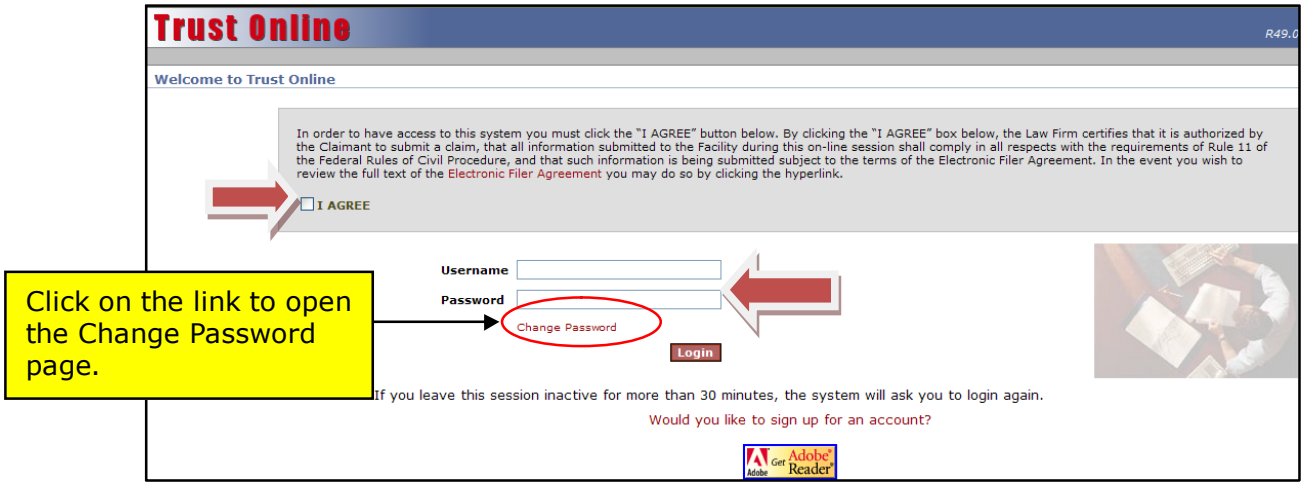
By clicking on this Login link, you will be directed to the Trust Online login page. Each and every time a user chooses to log into Trust Online, they must click on the 'I Agree' check box immediately below the disclaimer. By clicking on this check box, the user is agreeing to the terms specified in the E-filer.

Enter the username and password from the letter and click on the Login button. The user should keep in mind that the password is case sensitive and will disable the account after the third incorrect login attempt.

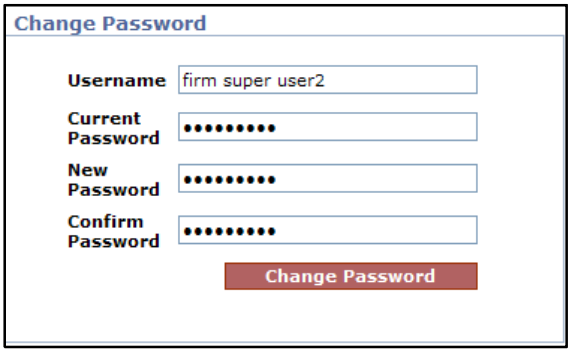
Password Expiration

The passwords for the FSU and all accounts created by the FSU have a 90 day expiration date. This added security feature will assist in preventing unauthorized users from accessing the firm's secured confidential data.

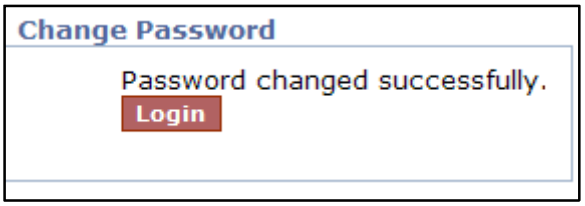
When the password expires, you will receive a message when attempting to login that the user's password has expired. To change the password, click on the "Change Password" hyperlink immediately below the Password box on the Login page.


Trust Online
Welcome to Trust Online
In order to have access to this system you must click the "I AGREE" button below. By clicking the "I AGREE" box below, the Law Firm certifies that it is authorized by the Claimant to submit a claim, that all information submitted to the Facility during this on-line session shall comply in all respects with the requirements of Rule 11 of the Federal Rules of Civil Procedure, and that such information is being submitted subject to the terms of the Electronic Filer Agreement. In the event you wish to review the full text of the Electronic Filer Agreement you may do so by clicking the hyperlink.
I AGREE
Username
Password
Change Password
Login
If you leave this session inactive for more than 30 minutes, the system will ask you to login again.
Would you like to sign up for an account?
Click on the link to open the Change Password page.

From the **Change Password** page, enter the Username and Current Password. Enter the New Password, Confirm (*new*) Password and click the <Change Password> button.



Upon the successful completion of the password change, a message stating that the password was changed successfully will be displayed. Click on the <Login> button to return to the login page. Now you may login with your username and new password to begin using the Trust Online system.



After successfully logging in to Trust Online, the user will be directed to the Summary page. At the top of this page, the user's information is displayed which includes the user's full name, username, email address and the firm's name, address and any CEL Alerts.

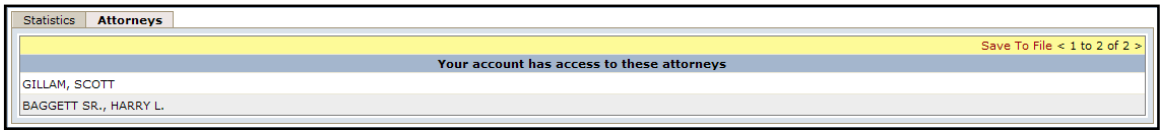
The lower section of this page is divided into two tabs, the Statistics and Attorneys view. This section defaults to the Statistics view which displays all claims submitted by the firm, total payments made to the firm and a claim status breakdown of all claims submitted for each Trust the user has access to view.

Statistics | Attorneys

Summary Statistics as of 4/25/2013 9:00:01 AM

Description	AWI	B&W	CEL	FB	FER	FLX	HAL	HW	OC	T&N	USG
Total Claims Submitted	27,019	21,532	17,121	26,475	7,330	16,338	6,656	6,641	26,517	18,990	25,711
Total Payments	$26,529,364	$25,805,524	$11,208,236	$15,292,540	$0	$442,642	$2,250,939	$9,046,966	$53,473,727	$2,618,489	$45,097,026
Ready to Review	1,422	2,121	1,027	556	0	461	746	1,133	666	388	466
Intake Deficient	269	741	180	904	0	32	219	152	896	6	35
Review	101	57	71	54	0	66	4	5	48	231	338
Review Complete	377	59	359	82	0	43	149	54	86	49	141
Awaiting Quality Assurance	138	181	0	78	0	51	171	105	41	61	121
In Quality Assurance	0	6	1	0	0	5	18	7	0	2	11
Review Deficient	1,442	2,462	2,935	2,672	0	5,375	1,383	1,001	2,256	5,796	1,511
Ready to Re-Review	929	126	434	1,173	0	609	143	77	803	347	589
Offer Issued	951	332	153	640	0	653	15	6	631	812	675
Release Verified	23	67	0	41	0	24	1	0	40	64	20
Release Deficient	26	10	27	23	0	8	3	1	27	19	24
Paid	11,084	7,333	9,972	8,935	0	0	317	536	10,279	1	10,711
Partial Payment Paid	0	0	894	67	0	3,208	0	0	295	4,792	0
Payment Authorization	0	0	0	0	0	0	0	0	0	0	0
Deferred	8,770	1,304	161	5,539	1	1,832	269	316	4,393	2,686	5,809
Do Not Review	0	0	0	0	0	0	0	0	0	0	0
Withdrawn	1,145	6,307	906	5,452	7,329	3,156	2,593	2,359	5,764	3,515	4,859
Disallowed	0	0	0	0	0	0	595	859	0	0	0
Deemed Withdrawn	0	0	0	0	0	0	0	0	0	0	0
Hold	0	0	1	0	0	0	0	0	0	0	0
Draft	2	11	0	1	0	1	8	0	3	0	5
Research	342	426	0	259	0	815	30	30	292	221	401

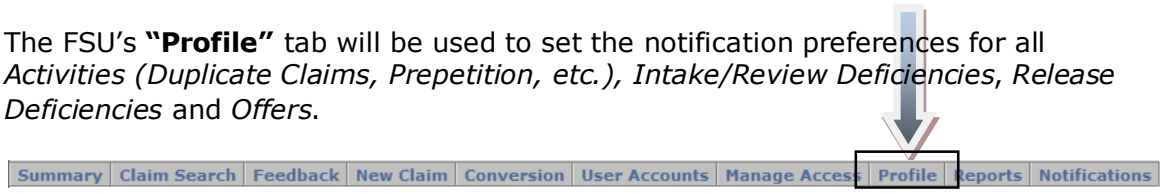
The Attorneys tab displays the list of attorneys for which the user has access to *view*, *edit* or *submit claims*.



The FSU's main function is to *create sub-accounts* and *manage access* for their staff and attorney(s) as well as *setting the notification preferences* for each attorney that have submitted and will be submitting claims on Trust Online.

The FSU's Menu Bar located at the top of the page includes the two tabs that the FSU will be using to create and manage their firm's sub-accounts. These two tabs are labeled **"User Accounts"** and **"Manage Access"** and can only be viewed when logged in as the FSU.

The FSU's **"Profile"** tab will be used to set the notification preferences for all *Activities (Duplicate Claims, Prepetition, etc.), Intake/Review Deficiencies*, *Release Deficiencies* and *Offers*.



Creating Accounts

As noted in the previous sections, one of the main functions of the FSU is to create accounts for staff and attorneys to provide access to Trust Online. Although, these accounts seem very similar when creating them, one of the main differences is that the attorney account is always associated with an Active Attorney.

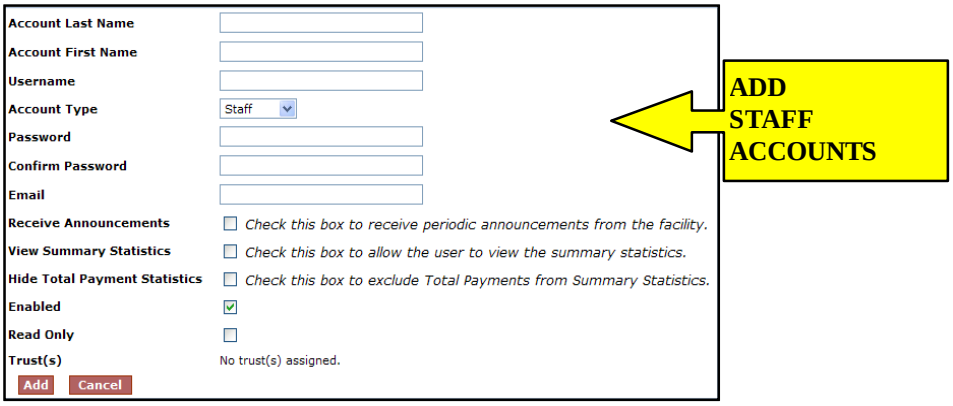
The attorney account is not to be confused with the actual active practicing attorney from the law firm. An attorney accounts gives the representing attorney more control over his/her claims by allowing him/her to set their own *notifications preferences* as well as *managing access* to their claims.

In this next section, we will explain how to create accounts and the vital differences between them. We will also explain how to *enable accounts, reset passwords* and *disable accounts*.

To begin creating accounts, click on the **<User Accounts>** tab located on the Menu Bar. From this page, click on the **<Add Account>** button to begin creating accounts.

Staff Accounts

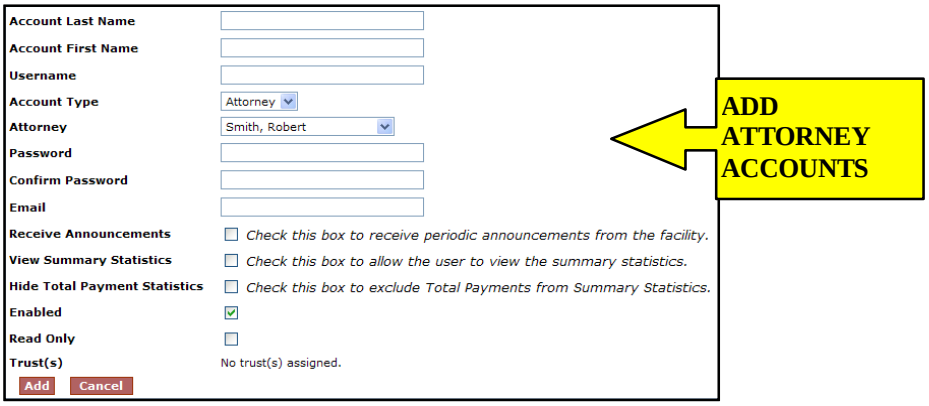
To create a staff account, first select **Staff** from the **Account Type** drop-down box and enter the *Account Last Name*, *First Name*, *Username*, *Password*, *Confirm Password* and *Email*. Place a check mark next to the **"Enable"** box and any other boxes that are necessary and click the **<Add>** button. The other three boxes will be explained in detail in the upcoming section.



Attorney Accounts

To create an attorney account, select **Attorney** from the **Account Type** drop-down box. The **Attorney** drop-down box will appear with the available attorneys for your firm. If an attorney is *not* listed in this drop-down box, you will have to contact the Trust to have this attorney added before you can create this account.

If the attorney is listed in this drop-down box, select the respective attorney and enter the necessary account information. Place a check mark next to the appropriate boxes and click the <**Add**> button to save.



Enabling/Disabling Accounts (Check Box)

The Enabled check box will need to be checked in order for users, *staff and attorneys*, to be able to log into Trust Online. The Enabled check box will automatically become unchecked when the system identifies a user attempting to log into Trust Online more than three times with an incorrect password.

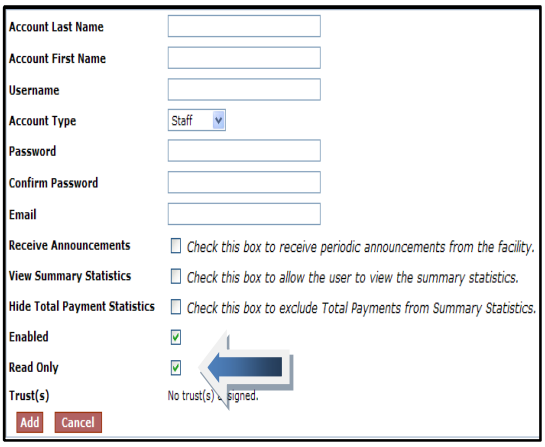
In this case, the FSU will need to re-enable the account by placing a mark next to the Enabled check box and clicking the **<Save>** button.

In this same manner, the FSU must disable accounts for staff that are no longer with the firm by removing the check mark next to the Enabled box and clicking the **<Save>** button. This will eliminate the risk of any unauthorized personnel from logging onto Trust Online.

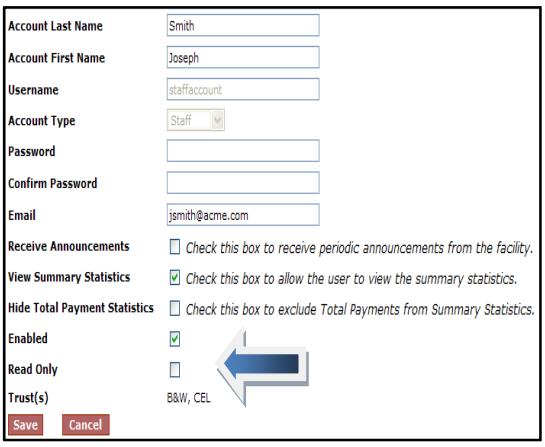
Read Only (Check Box)

Read Only accounts are accounts that are limited to *creating reports, viewing claim information* and *viewing/printing notifications*. Firms can set both *new* and *existing* accounts to **Read Only**.

When creating a new account, after entering all of the necessary account information, check the **Read Only** box and click the <**Add**> button.



For existing accounts, search for the account and click on the account name to view the account profile. Afterwards, check the **Read Only** box and click the <**Save**> button.



Receive Announcements (Check Box)

The Receive Announcements check box was created for firm users who would like to receive periodic announcements from the Facility. When creating a new account, after entering all of the necessary account information, check the **Receive Announcements** box and click the <**Add**> button.

For existing accounts, search for the account and click on the account name to view the account profile. Afterwards, check the **Receive Announcements** box and click the <**Save**> button.

View Summary Statistics (Check Box)

The View Summary Statistics check box was added for Firm Super Users to restrict their Staff and Attorney accounts from viewing the Summary Statistics on the Summary Page.

When creating a new account, after entering all of the necessary account information, check the **View Summary Statistics** box and click the <**Add**> button.

For existing accounts, search for the account and click on the account name to view the account profile. Afterwards, check the **View Summary Statistics** box and click the <**Save**> button.

Hide Total Payment Statistics (Check Box)

The Hide Total Payment Statistics check box was added for Firm Super Users to restrict their Staff and Attorney accounts from viewing the Total Payments on the Summary Page.

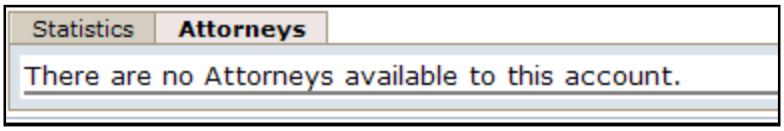
When creating a new account, after entering all of the necessary account information, check the **Hide Total Payment Statistics** box and click the <**Add**> button.

For existing accounts, search for the account and click on the account name to view the account profile. Afterwards, check the **Hide Total Payment Statistics** box and click the <**Save**> button.

Managing User Access

After creating the user accounts for the firm, the FSU must assign the *staff* and *attorney accounts* access to specific Trusts using the **Manage Access** page. If the user attempts to login without any Trust access, they will see an error message directing them to contact their FSU.

Unlike the attorney accounts, staff accounts are not associated with a specific attorney; therefore, once a staff account is created, the firm administrator will have to assign an attorney to these accounts before they may submit new claims or edit existing claim data. If there are no attorneys assigned to the user, the Attorney's tab on the Summary page will display a message stating the following:

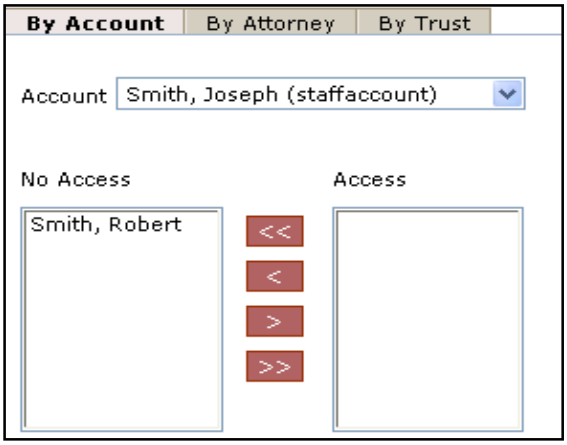


To assign attorney access to the staff accounts, click on the **Manage Access** link on the top menu bar. The Manage Access page will display three tabs, ***By Account***, ***By Attorney*** and ***By Trust.*** The FSU can utilize either ***By Account*** or ***By Attorney*** to begin assigning specific Attorney access to the staff accounts and will use the ***By Trust*** tab to begin assigning the user accounts access to specific trust.

Generally, when attorney accounts are created, they are already associated with a specific attorney but they can also be given access to additional attorneys using the **Manage Access** link. This additional access allows the attorney account to view and edit claims submitted by other attorneys.

Access By Account

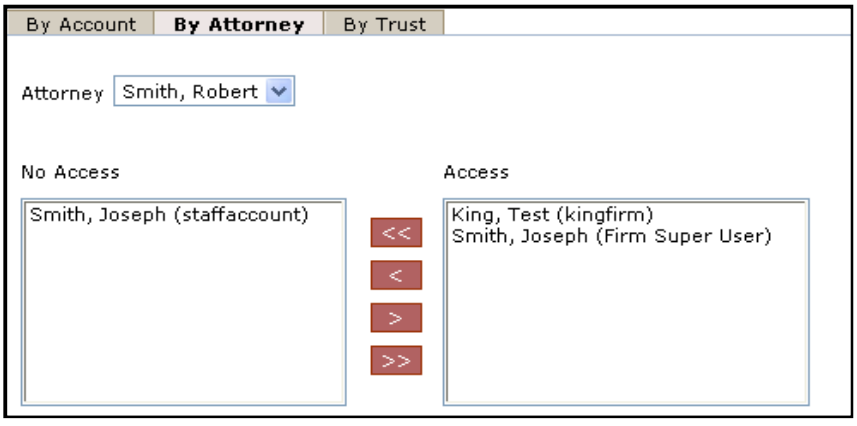
To assign access by accounts, click on the <**By Account**> tab and select an account from the drop-down box. From the **No Access** list box, select one or more of the attorneys that are to be associated with this account. Click on the > to move the selected attorney to the **Access** list box. To allow access to all attorneys listed, simply click on the >>.



To remove access, select one or more of the attorneys from the **Access** list box and click on the < to move the selected attorneys to the **No Access** list box. To remove access to all attorneys listed, click on the <<.

Access By Attorney

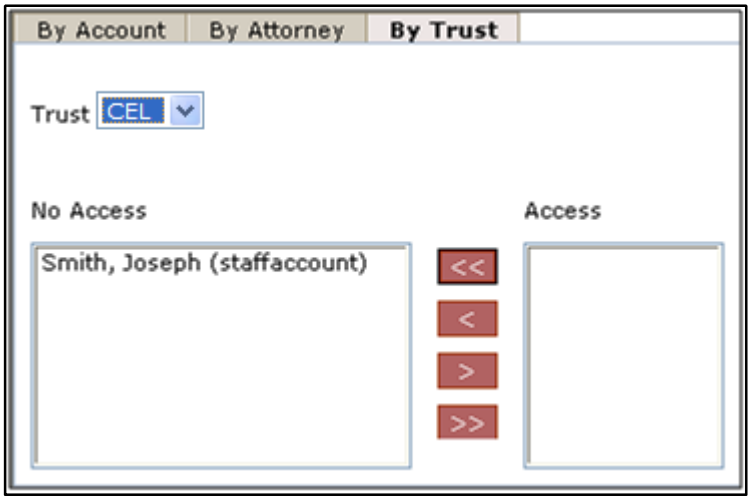
To assign access by attorneys, click on the <**By Attorney**> tab and select an attorney from the drop-down box. From the **No Access** list box, select one or more of the accounts that are to be permitted access to the attorney in the drop-down box. Click on the > to move the selected accounts to the **Access** list box. To allow access to all accounts listed, simply click on the >>.



To remove access, select one or more of the accounts from the **Access** list box and click on the < to move the selected accounts to the **No Access** list box. To remove access to all accounts listed, click on the <<.

Access By Trust

After assigning the attorney(s) access, you will need to assign the Trust(s) using the ***By Trust*** tab. To assign access by trust, click on the <**By Trust**> tab and select a trust from the drop-down box. From the **No Access** list box, select one or more of the accounts that are to be permitted access to the specified trust in the drop-down box. Click on the > to move the selected accounts to the **Access** list box. To allow access to all accounts listed, simply click on the >>.

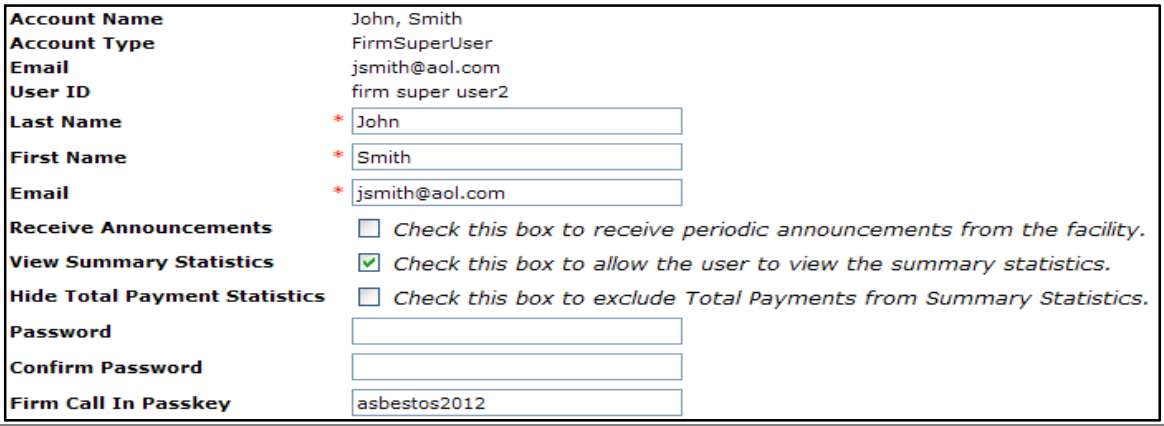


To remove access, select one or more of the accounts from the **Access** list box and click on the < to move the selected accounts to the **No Access** list box. To remove access to all accounts listed, click on the <<.

Firm Super User Profile

Trust Online provides account information for each user on their Profile page. The Firm Super User account type will be able to view the following account information including *Account Name, Account Type, Email Address, User ID, Last Name, First Name, Firm Call In Passkey* as well as the *Receive Announcements, View Summary Statistics*, and *Hide Total Payment Statistics* check boxes.

Except for *Account Type* and *User ID*, each user can also make changes to their information on their profile page.



In addition, the Firm Administrator can also view the firm's *Payment Options*, *Firm Payment Notifications* and set up *Attorney Options*. The **Payment Options** and **Firm Payment Notifications** are read only fields and can only be changed by the Facility.

The **Attorney Options** includes setting up notifications preferences (paper or electronic) for the following:

- Offers
- Release Deficiencies
- Intake/Review Deficiencies
- Activities (Duplicate Claims, Prepetition, etc.)

Payment Option

The Payment Option includes *Paper Check* or *Electronic Debits (ACH).* All firms are automatically set up as paper checks until a completed ACH form is submitted and processed by the Trust. A form will need to be submitted for each trust and can be found on the download page of each public trust website.

Payment Options

Trust	Payment Type
B&W	Electronic
CEL	Paper Check

Firm Payment Notifications

On the bottom of the ACH form, there is a section that authorizes an email to be sent as *notification of payment* to one or more Trust Online users. The email(s) entered in this section must have an active Trust Online account. Once the firm is set up for Electronic Debits, the FSU profile will display the "Enable Electronic Notifications" check box as selected and the users that are to be notified upon payment.

Firm Payment Notifications

☐ Include Acme Law in paper mailing.

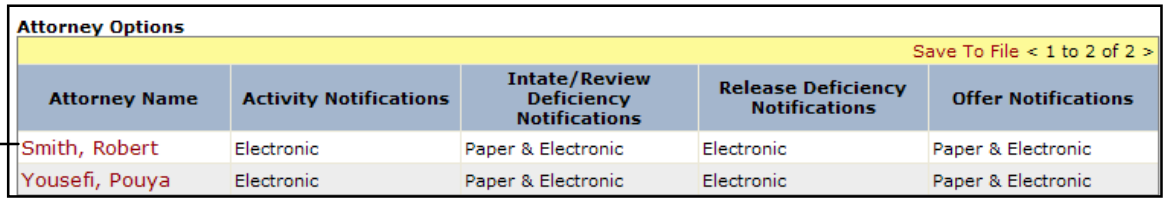
☑ Enable Electronic Notification:

Trust	Account
B&W	Smith, Joseph (jsmith@acmelaw.com)
CEL	Smith, Joseph (jsmith@acmelaw.com)
B&W	Smith, Robert (rsmith@aol.com)
CEL	Smith, Robert (rsmith@aol.com)

Once the user is notified via email, they will need to log into Trust Online and proceed to the Notifications page to view/print the payment notification(s).

Attorney Options

The Attorney Option can be set up by the FSU or the submitting attorney with an Attorney account. This view will provide information for each attorney in the firm and display their notification preferences.

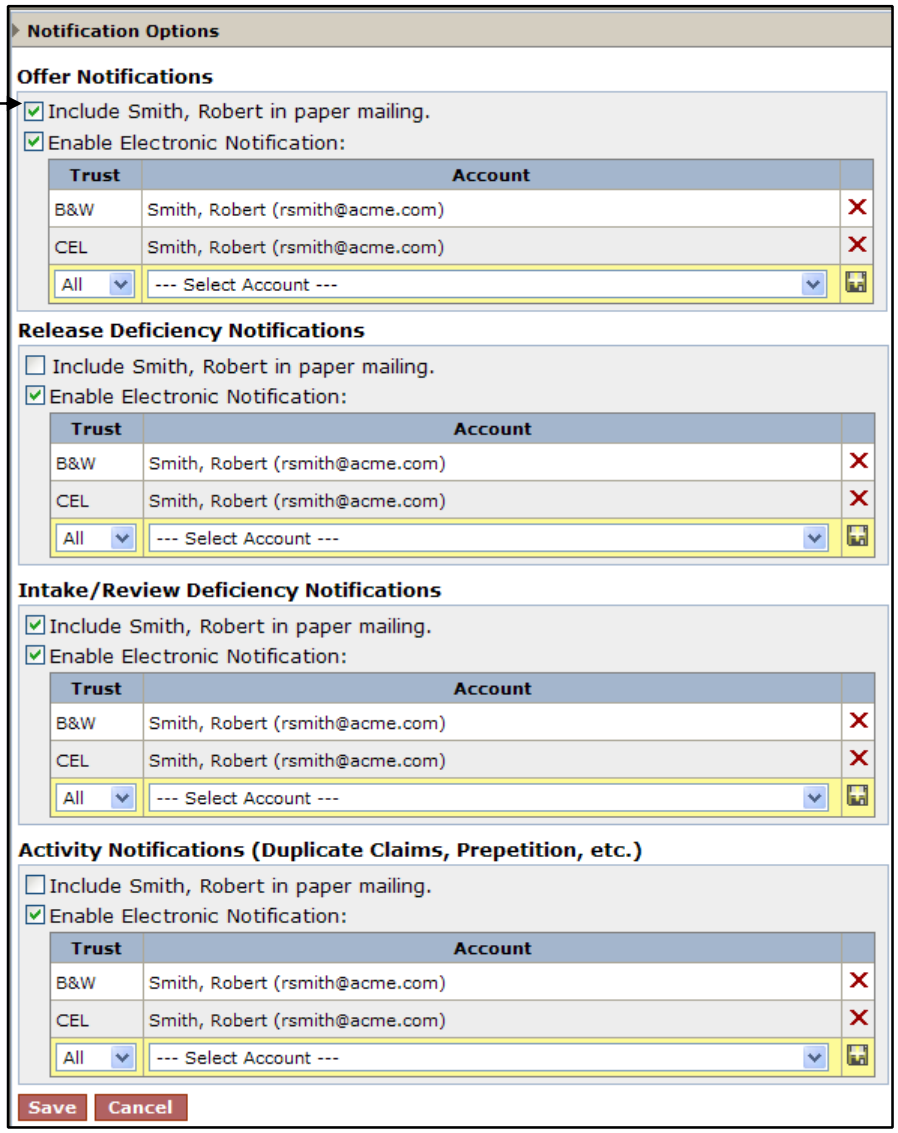


Attorney Options

Save To File < 1 to 2 of 2 >

Attorney Name	Activity Notifications	Intate/Review Deficiency Notifications	Release Deficiency Notifications	Offer Notifications
Smith, Robert	Electronic	Paper & Electronic	Electronic	Paper & Electronic
Yousefi, Pouya	Electronic	Paper & Electronic	Electronic	Paper & Electronic

To begin setting up the notification preferences, click on the attorney's name. This will re-direct the FSU to the attorney's profile page where he/she may begin setting the notifications preference for each option.



Notification Options

Offer Notifications

☑ Include Smith, Robert in paper mailing.
☑ Enable Electronic Notification:

Trust	Account	
B&W	Smith, Robert (rsmith@acme.com)	✕
CEL	Smith, Robert (rsmith@acme.com)	✕
All	--- Select Account ---	

Release Deficiency Notifications

☐ Include Smith, Robert in paper mailing.
☑ Enable Electronic Notification:

Trust	Account	
B&W	Smith, Robert (rsmith@acme.com)	✕
CEL	Smith, Robert (rsmith@acme.com)	✕
All	--- Select Account ---	

Intake/Review Deficiency Notifications

☑ Include Smith, Robert in paper mailing.
☑ Enable Electronic Notification:

Trust	Account	
B&W	Smith, Robert (rsmith@acme.com)	✕
CEL	Smith, Robert (rsmith@acme.com)	✕
All	--- Select Account ---	

Activity Notifications (Duplicate Claims, Prepetition, etc.)

☐ Include Smith, Robert in paper mailing.
☑ Enable Electronic Notification:

Trust	Account	
B&W	Smith, Robert (rsmith@acme.com)	✕
CEL	Smith, Robert (rsmith@acme.com)	✕
All	--- Select Account ---	

Save Cancel

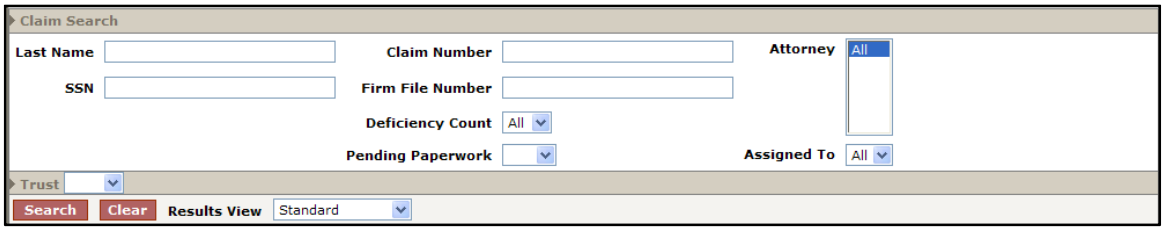
Chapter 2 Trust Online User Functions

Claim Search

For most users, the Claim Search page will be the hub of the entire site. From this page, users will be able to search for a *specific claim*, *list of claims* and/or *download customized report*.

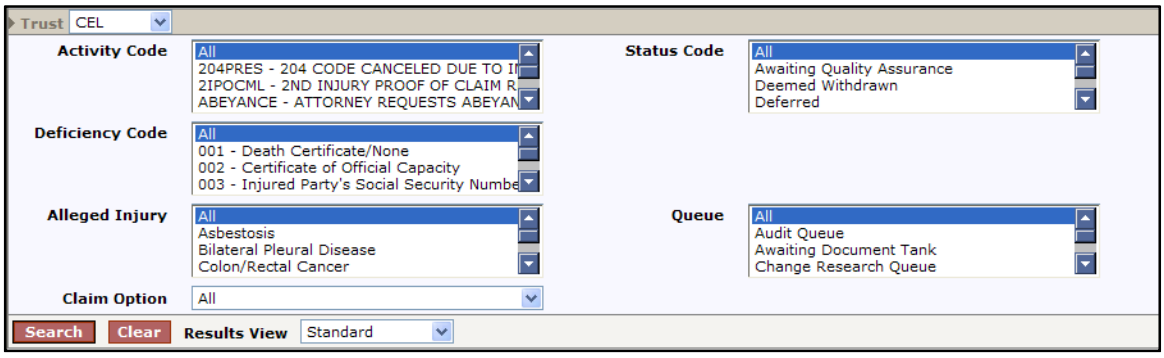
This page is broken down into two sections, *Claim Search* and *Trust*. At the top of the page is the *Claim Search* section which allows the user to search for claims using only the following criteria; **Last Name**, **SSN**, **Claim Number**, **Firm File Number**, **Deficiency Count**, **Pending Paperwork, Attorney** and **Assigned To**.

In this section, using the *Claim Number* is generally all you would need to find your claim. However, if the *Claim Number* is missing, it would be advisable to enter as much information as possible to filter your search results.



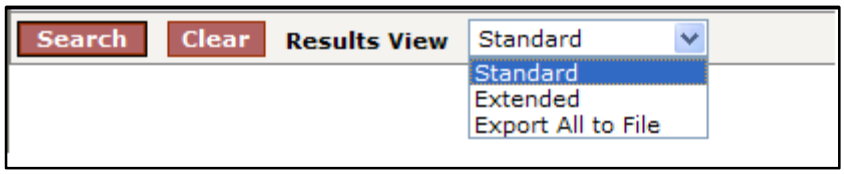
For more search criteria, you may also use the **Trust** section of the claims search page in conjunction with the **Claim Search** section.

At the bottom of the page is the Trust search section which allows the user to search for claims using the additional following criteria; **Trust, Activity Code**, **Deficiency Code**, **Alleged Injury**, **Claim Option**, **Status Code** and **Queue**.

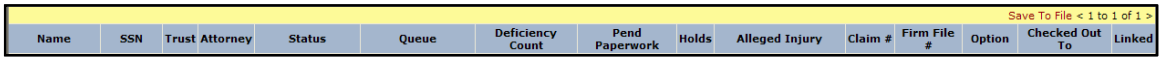


After entering all of the specified criteria, click the **<Search>** button to begin searching for the claim or listing of claims. The **Results View** drop-down box found next to the **<Clear>** button will allow the user to view more or less information depending upon the required information needed.

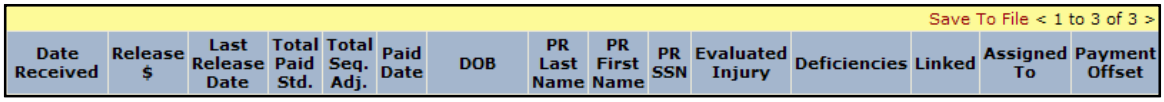
Search Results



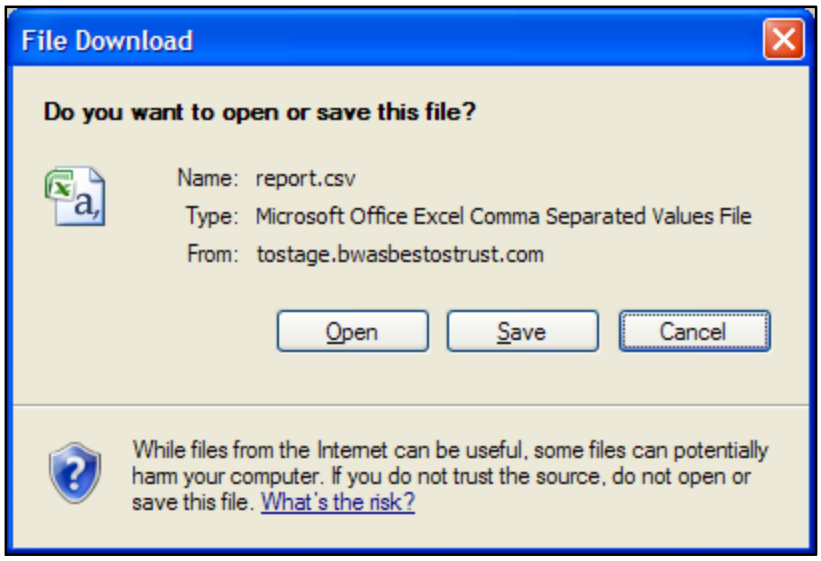
The **Results View** defaults to "**Standard"** and will provide the most basic claim information including *Name*, *SSN*, *Trust*, *Attorney*, *Status*, *Queue*, *Deficiency Count*, *Pend Paperwork*, *Holds*, *Alleged Injury*, *Claim #, Firm File #, Option*, *Checked Out to* and *Linked*.



To view more information in your search results, click on the Results View drop-down and select the "**Extended"** view. This will provide all of the basic claim information found in the "**Standard"** results view and additional information including *Date Received*, *Release Amount*, *Last Release Date*, *Total Paid Std.*, *Total Seq. Adj.*, *Paid Date*, *DOB*, *PR Last Name*, *PR First Name*, *PR SSN*, *Evaluated Injury*, *Deficiencies, Assigned To* and *Payment Offset*.



To export all of the data found in the "**Extended**" view to an excel spreadsheet, select the "**Export All to File**" from the drop-down and click the **<Search>** button. A File Download box will appear prompting the user to Open, Save or Cancel.


File Download
Do you want to open or save this file?
Name: report.csv
Type: Microsoft Office Excel Comma Separated Values File
From: tostage.bwasbestostrust.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

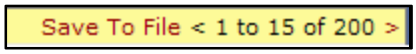
This file will be opened or saved as a ".**csv**" file. To save the file as an excel spreadsheet, with the file opened, click "**Save As**" and select "**Excel Workbook**". The newly saved file will now display the correct excel file extension, **(.xls)**.

Downloading Results

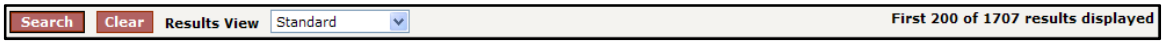
Similar to the "**Export All to File**" option mentioned in the previous section, the user may also be able download data by clicking on the "**Save To File**" link located on the right hand side of the results grid.

The results grid only displays the first 15 of the maximum 200 claims that can be viewed. To page through the 200 claims, click on the greater than sign (**>**) to view the next 15 claims or the less than sign (**<**) to view the previous 15 claims.

The "**Save To File**" link will export the maximum viewable 200 claims to a spreadsheet.

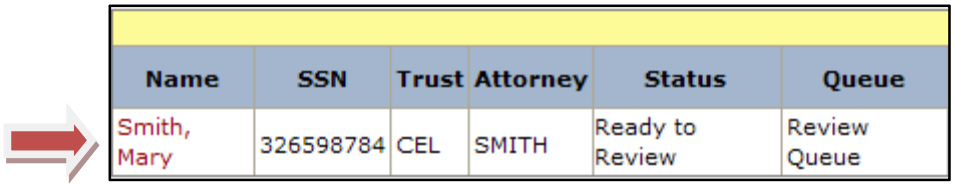


For searches that result in greater than 200 claims, select "**Export All to File**" to export the claim data to an excel spreadsheet.



The Claim

To view and/or edit claims, search for the claim using the procedures mentioned in the previous section. From the results grid, click on the Name displayed in the red font.



Name	SSN	Trust	Attorney	Status	Queue
Smith, Mary	326598784	CEL	SMITH	Ready to Review	Review Queue

After clicking on the Name, a new window will open displaying the claimant's general information. The general information is listed under the **General** tab and will always be the first page displayed. There are three other tabs: **Medical**, **Deficiency** and **Changes**.

General Tab

The **General** page provides a summary of the claim. The information listed on this page include: *Claim Number*, *Current Queue*, *Status*, *Checked Out Date*, *Checked Out By*, *Date Received, Place in Queue*, *FIFO Number, Alleged Injury*, *Evaluated Injury*, *Jurisdiction*, *Last Review Date*, *Attorney*, *Firm, Assigned To* and *Firm Passkey*.

In addition to this information, the page also provides the user with a number of buttons that provide several functions.

Below is a brief description of the buttons and their functions:

Button Name	Functions
Claim Form	Redirects user to the Representation page of the claim form to begin editing claim data.
Documents	Redirects user to the Documents page of the claim form to review the documents uploaded to the claim, or to begin uploading additional documents
Print Claim Form	Opens the claim form in a PDF format to view or print.
Defer Claim	Places the claim in a Deferred status. Once the button is clicked, the **<Undefer Claim>** button will be displayed.
Withdraw Claim	Places the claim in a Withdrawn status.

The "**Place In Queue**" label also functions as a hyperlink to a new window which displays the weekly average for both Initial and Re-Review for each Trust.

Celotex Weekly Average		
Date Updated	Initial Review	Re-review
4/1/2013	292	396

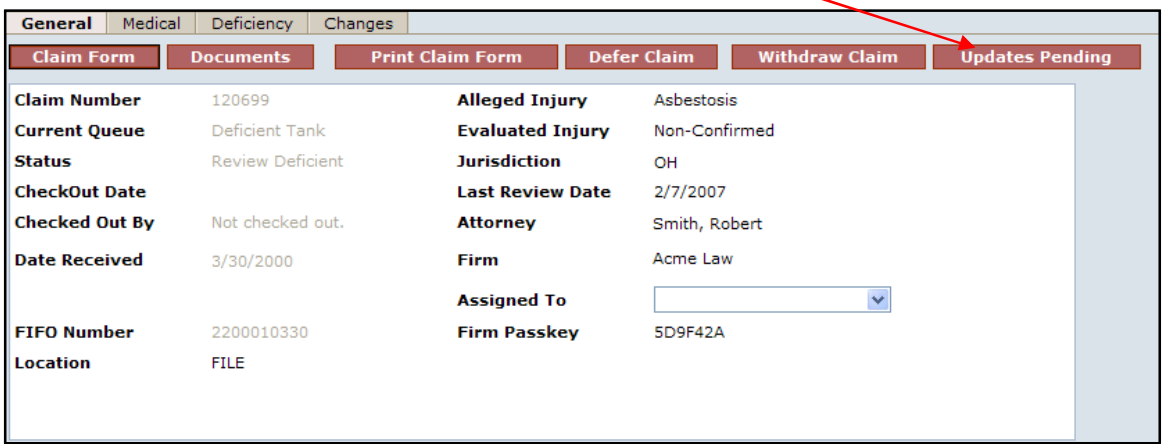
The **Firm Passkey** is an added security feature which has been implemented to protect the confidentiality of your firm's claim inventory. This passkey is provided for firms that call in to the Facility for claim information and can be located on the General Page of each claim. All Firms *must* provide the Facility with this Passkey whenever inquiring about any claim information, such as the status of the claim or questions about specific deficiency codes.

Only one **Passkey** is assigned to each firm and this passkey can only be *edited* by the Firm Super User, on their profile page. **Editing** this field in the profile page will change the Firm Passkey for the entire firm. The passkey must be at least 7 characters long and contain at least 1 letter and 1 number.

Updates Pending

Once claims have been Reviewed and placed in the *Deficient Tank*, the firms must provide additional claim information to clear the deficiencies. Once a claim is updated, the claim will immediately enter the *Deficiency Response Queue* and may be sent to the Re-Review Queue if all deficiencies have been responded to even though the firm may not have updated the claim entirely.

In order to hold the claim from being Re-reviewed until the claim has been updated with all information, the firm may click the **<Updates Pending>** button.

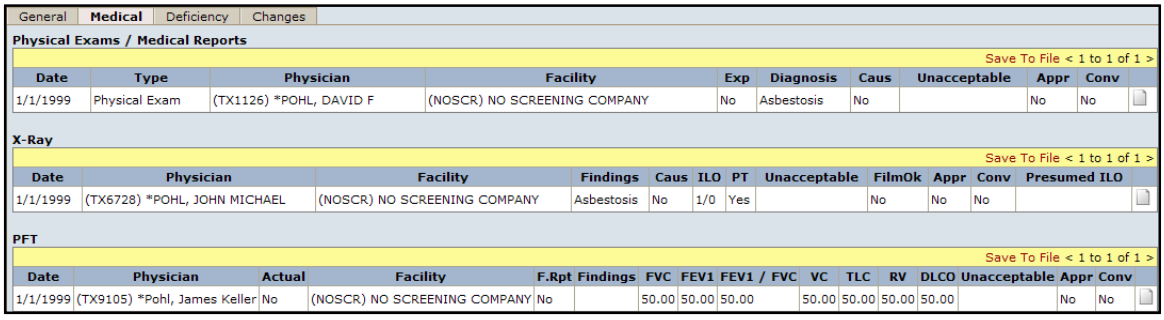


A message box will appear confirming that you want to mark this claim as Updates Pending. Click OK to continue. This will place the claim in the *Deficient Pending Update Tank* and a new button labeled **<No Updates Pending>** will replace the **<Updates Pending>** button.

Once the firm has provided the claim with all information, they can release the claim by clicking on the **<No Updates Pending>** button. This will allow the claim to go to the Deficiency Response Queue and into the Re-Review process.

Medical Tab

The **Medical** page provides a summary of any and all medical reports *submitted* by the firm and *reviewed* by the Trust for the individual claim. The Medical page is divided into 5 categories: *Physical Exam/Medical Reports*, *X-Ray*, *PFT*, *Pathology/Autopsy*, and *CTScan*.


General | Medical | Deficiency | Changes

Physical Exams / Medical Reports

Save To File < 1 to 1 of 1 >

Date	Type	Physician	Facility	Exp	Diagnosis	Caus	Unacceptable	Appr	Conv
1/1/1999	Physical Exam	(TX1126) *POHL, DAVID F	(NOSCR) NO SCREENING COMPANY	No	Asbestosis	No		No	No

X-Ray

Save To File < 1 to 1 of 1 >

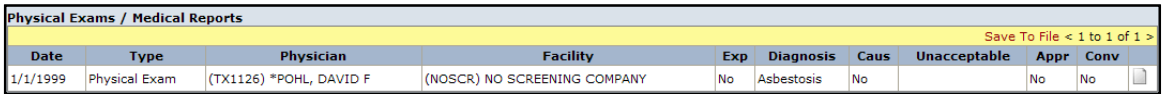
Date	Physician	Facility	Findings	Caus	ILO	PT	Unacceptable	FilmOk	Appr	Conv	Presumed ILO
1/1/1999	(TX6728) *POHL, JOHN MICHAEL	(NOSCR) NO SCREENING COMPANY	Asbestosis	No	1/0	Yes		No	No	No	

PFT

Save To File < 1 to 1 of 1 >

Date	Physician	Actual	Facility	F.Rpt	Findings	FVC	FEV1	FEV1 / FVC	VC	TLC	RV	DLCO	Unacceptable	Appr	Conv
1/1/1999	(TX9105) *Pohl, James Keller	No	(NOSCR) NO SCREENING COMPANY	No		50.00	50.00	50.00	50.00	50.00	50.00	50.00		No	No

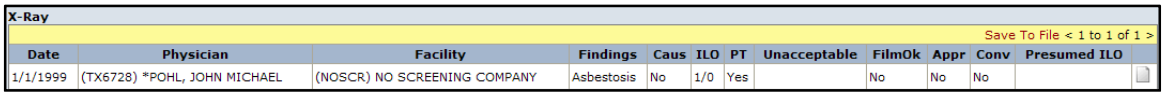
Physical Exam/Medical Reports – this section provides detailed information from the medical documents provided to the facility by the firm. The types of documents that are entered in this section include the following: *Physical Exam*, *Review of Physical*, *Medical Records* and *Causation*.


Physical Exams / Medical Reports

Save To File < 1 to 1 of 1 >

Date	Type	Physician	Facility	Exp	Diagnosis	Caus	Unacceptable	Appr	Conv
1/1/1999	Physical Exam	(TX1126) *POHL, DAVID F	(NOSCR) NO SCREENING COMPANY	No	Asbestosis	No		No	No

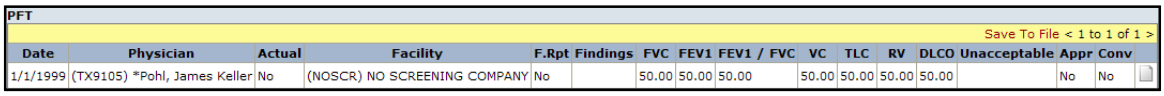
X-Ray – this section provides detailed information from the X-Ray documents provided to the facility by the firm. The types of documents that are entered in this section include the following: *X-Ray B-reader* or *X-Ray Narrative reports*.


X-Ray

Save To File < 1 to 1 of 1 >

Date	Physician	Facility	Findings	Caus	ILO	PT	Unacceptable	FilmOk	Appr	Conv	Presumed ILO
1/1/1999	(TX6728) *POHL, JOHN MICHAEL	(NOSCR) NO SCREENING COMPANY	Asbestosis	No	1/0	Yes		No	No	No	

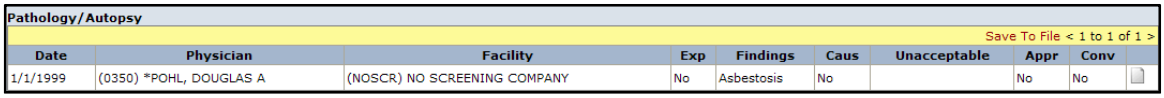
PFT (Pulmonary Function Test) – this section provides detailed information from the PFT documents provided to the facility by the firm. The types of documents that are entered in this section include the following: *PFT Report*


PFT

Save To File < 1 to 1 of 1 >

Date	Physician	Actual	Facility	F.Rpt	Findings	FVC	FEV1	FEV1 / FVC	VC	TLC	RV	DLCO	Unacceptable	Appr	Conv
1/1/1999	(TX9105) *Pohl, James Keller	No	(NOSCR) NO SCREENING COMPANY	No		50.00	50.00	50.00	50.00	50.00	50.00	50.00		No	No

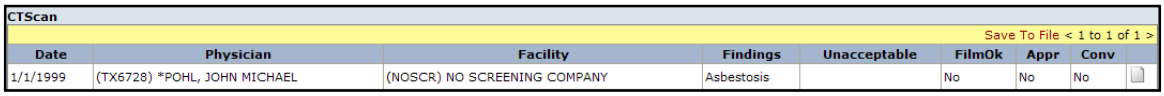
Pathology/Autopsy – this section provides detailed information from the Pathology/Autopsy documents provided to the facility by the firm. The types of documents that are entered in this section include the following: *Pathology or Autopsy*.


Pathology/Autopsy

Save To File < 1 to 1 of 1 >

Date	Physician	Facility	Exp	Findings	Caus	Unacceptable	Appr	Conv
1/1/1999	(0350) *POHL, DOUGLAS A	(NOSCR) NO SCREENING COMPANY	No	Asbestosis	No		No	No

CTScan – this section provides detailed information from the CTScan documents provided to the facility by the firm. The types of documents that are entered in this section include the following: *CTScan*.



CTScan

Save To File < 1 to 1 of 1 >

Date	Physician	Facility	Findings	Unacceptable	FilmOk	Appr	Conv
1/1/1999	(TX6728) *POHL, JOHN MICHAEL	(NOSCR) NO SCREENING COMPANY	Asbestosis		No	No	No

Deficiency Tab

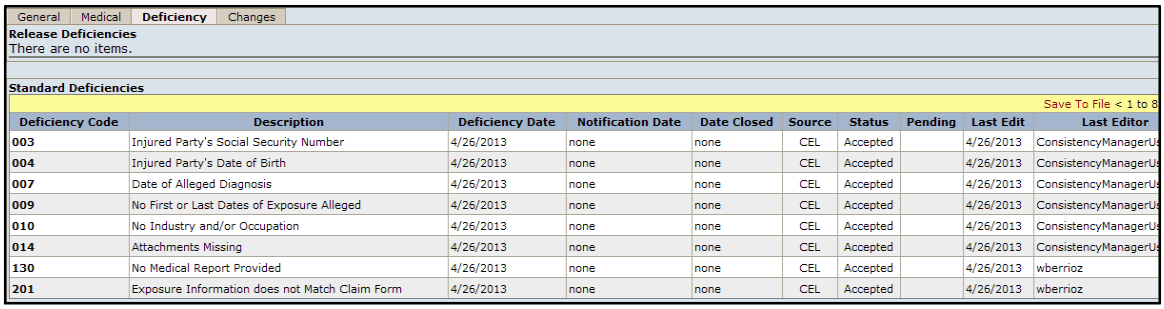
The **Deficiency** page provides a summary of all **Release** and **Standard** deficiencies that currently apply to the claim and each of these sections provide the following information: *Deficiency Code*, *Description*, *Deficiency Date*, *Notification Date*, *Date Closed*, *Source*, *Status*, *Last Edit* and *Last Editor*.

These two types of deficiencies cannot exist on the claim at the same time. Once cleared, the deficiencies are closed and will no longer appear on the claim.

The **Standard** deficiencies are applied to the claim during the *intake* and *review process*.

- **Intake Deficiency** codes are applied to the claim during the initial claim submission when the claim is missing basic information, such as a Social Security number or an alleged injury. These types of deficiencies can be cleared by adding the missing claim information.

- **Review Deficiency** codes are applied to the claim during the review process when the claim is missing information required by the Trust to confirm the claim either medically or for exposure. These types of deficiencies can be cleared by adding the missing claim information or uploading new documents.



General | Medical | **Deficiency** | Changes

Release Deficiencies

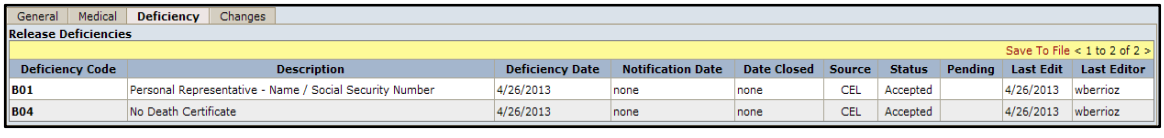
There are no items.

Standard Deficiencies

Save To File < 1 to 8

Deficiency Code	Description	Deficiency Date	Notification Date	Date Closed	Source	Status	Pending	Last Edit	Last Editor
003	Injured Party's Social Security Number	4/26/2013	none	none	CEL	Accepted		4/26/2013	ConsistencyManagerUs
004	Injured Party's Date of Birth	4/26/2013	none	none	CEL	Accepted		4/26/2013	ConsistencyManagerUs
007	Date of Alleged Diagnosis	4/26/2013	none	none	CEL	Accepted		4/26/2013	ConsistencyManagerUs
009	No First or Last Dates of Exposure Alleged	4/26/2013	none	none	CEL	Accepted		4/26/2013	ConsistencyManagerUs
010	No Industry and/or Occupation	4/26/2013	none	none	CEL	Accepted		4/26/2013	ConsistencyManagerUs
014	Attachments Missing	4/26/2013	none	none	CEL	Accepted		4/26/2013	ConsistencyManagerUs
130	No Medical Report Provided	4/26/2013	none	none	CEL	Accepted		4/26/2013	wberrioz
201	Exposure Information does not Match Claim Form	4/26/2013	none	none	CEL	Accepted		4/26/2013	wberrioz

The **Release** deficiencies are applied to the claim during the *release verify process* when a returned or uploaded release is missing basic information, such as required signatures or personal representative documentation.



General | Medical | **Deficiency** | Changes

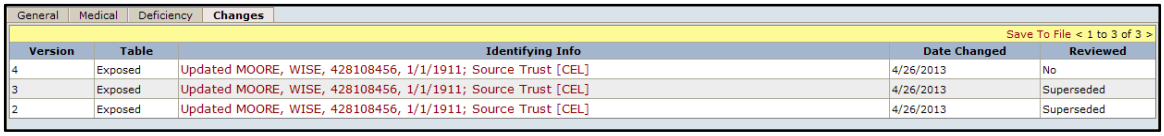
Release Deficiencies

Save To File < 1 to 2 of 2 >

Deficiency Code	Description	Deficiency Date	Notification Date	Date Closed	Source	Status	Pending	Last Edit	Last Editor
B01	Personal Representative - Name / Social Security Number	4/26/2013	none	none	CEL	Accepted		4/26/2013	wberrioz
B04	No Death Certificate	4/26/2013	none	none	CEL	Accepted		4/26/2013	wberrioz

Changes Tab

The **Changes** page provides a history of all edits made to the online claim form. Each edit to the claim form creates a new record in the changes grid.



Version	Table	Identifying Info	Date Changed	Reviewed
4	Exposed	Updated MOORE, WISE, 428108456, 1/1/1911; Source Trust [CEL]	4/26/2013	No
3	Exposed	Updated MOORE, WISE, 428108456, 1/1/1911; Source Trust [CEL]	4/26/2013	Superseded
2	Exposed	Updated MOORE, WISE, 428108456, 1/1/1911; Source Trust [CEL]	4/26/2013	Superseded

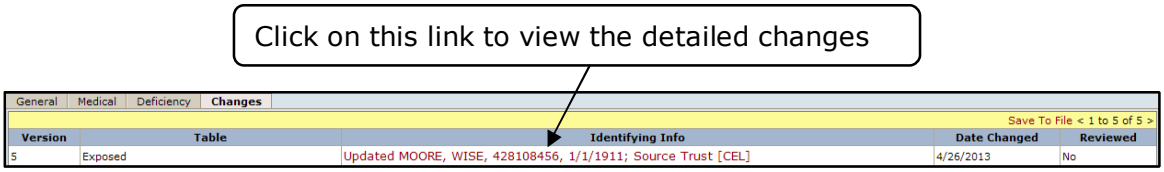
This grid contains information concerning the edits and will display the following columns: *Version*, *Table*, *Identifying Info*, *Date Changed* and *Reviewed*.

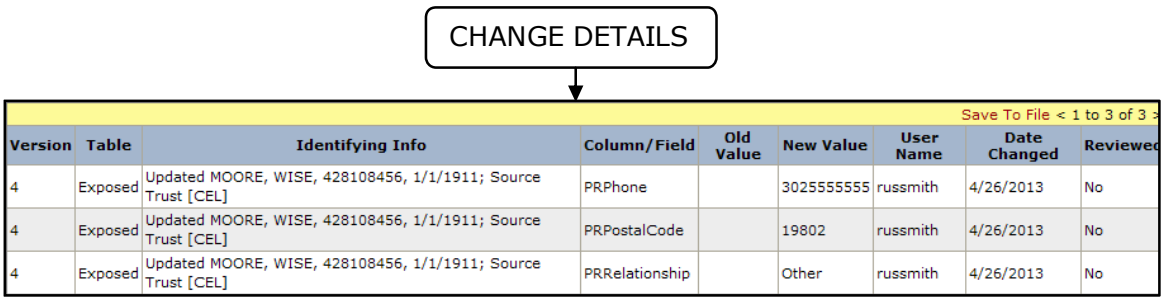
- **Version** – Each and every time an edit is made to a claim form and submitted, Trust Online creates a new version of the claim form data and displays the version number in this column. You may notice that the version always begin with the number 2. This is due to version 1 actually being the *initial claim submission* which is not technically an edit to the claim form.

- **Table** – This column displays the Corresponding Tables for each section of the claim form that was edited. The table listed below shows a detail breakdown of each section of the claim form that may be edited and its corresponding tables.

Claim Section	Corresponding Tables
Representation	Exposed
Process	Exposed
Injured Party	Exposed
Injuries	Exposed
Dependent	Dependent
Occupational Exposure	Exposure
Secondary Exp	SecondaryExposure
Smoking History	Exposed
Litigation	Litigation
Disability	Exposed
Employment	Exposed
Documents (Initial Upload)	DocumentInfoView
Documents (Documents Received)	DocumentInfo
Finish (Adding Comments)	Exposed

- **Identifying Info** – This column displays the identifying information that is associated with the section of the claim form being edited. For example, when editing the Exposed tables, the identifying info will display the ***Claimant's Name***, ***Social Security Number***, ***Date of Birth*** and the ***Source Trust*** that was edited.





Version	Table	Identifying Info	Column/Field	Old Value	New Value	User Name	Date Changed	Reviewed
4	Exposed	Updated MOORE, WISE, 428108456, 1/1/1911; Source Trust [CEL]	PRPhone		3025555555	russmith	4/26/2013	No
4	Exposed	Updated MOORE, WISE, 428108456, 1/1/1911; Source Trust [CEL]	PRPostalCode		19802	russmith	4/26/2013	No
4	Exposed	Updated MOORE, WISE, 428108456, 1/1/1911; Source Trust [CEL]	PRRelationship		Other	russmith	4/26/2013	No

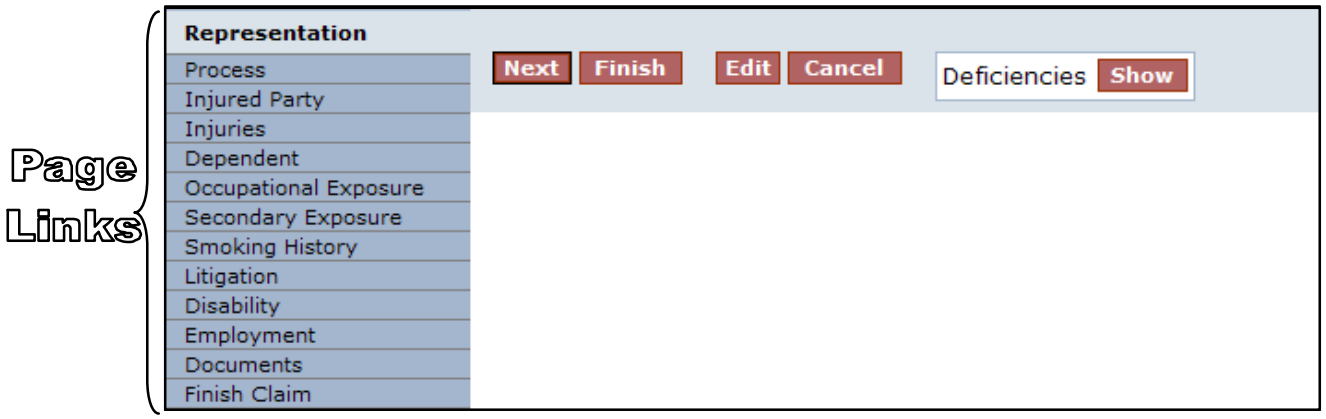
After clicking on the Identifying Info data displayed in the red font, a new window will open showing the actual changes made to the claim form. The window displays all of the information found on the Changes page as well as a few other fields such as ***Column/Field***, ***Old Value***, ***New Value*** and ***User Name***.

- **Column/Field** – This column displays the actual field that was edited. Some fields' names are obvious and easy to identify, such as the **'PRPhone'** and **'PRRelationship'** seen in the example above, while others may not be so easy to identify, such as the **'DisablityOrganization'** also shown in the example above.
- **Old Value** – This column displays the old existing value, if any, prior to the changes being submitted.
- **New Value** – This column displays the new edited value that will override any existing old value.
- **User Name –** This column displays the user name of the individual who made the edits to the claim.

- **Date Changed** – This column displays the date the claim was edited.
- **Reviewed** – This column displays information concerning whether or not the changes made to the claim form have been reviewed. The following are the possible entries that will be displayed and a brief description of each:
  - **Yes** - all edits to the claim form up to this version have been reviewed by the facility.
  - **No** – these edits and any previously superseded edits have not been reviewed by the facility.
  - **Superseded** – new edits have been made to the claim form and have superseded this version. The user must check the newest version to make sure if these edits have been reviewed.

Editing Claims

To begin editing claims, the user must first navigate to the General page of the claim form as mention in the previous section. From this page, click on the <**Claim Form**> button, which will redirect the user to the Representation page of the claim form.



The user must first click the <**Edit**> button located at the top of the page to begin the edit process or click the <**Cancel**> button to return to the General page.

Once in edit mode, the claim will be locked out to this user until the edits have been submitted or cancelled. The claim will also display the name of the user editing the claim. No other user can edit or review this claim until the edits have been submitted or cancelled and linked claims cannot be edited or reviewed.

The user may navigate through the claim form by clicking on any of the page links on the left hand side or by clicking the <**Next**> button located at the top of the page.

After editing the claim, the user must proceed to the Finish page by clicking on the <**Finish**> button at the top of the page or the **Finish Claim** page link located on the left side bar menu. From the Finish page, you may either click on the <**Submit Claim**> button to accept the changes made to the claim or the <**Cancel**> button to discard all changes made.

New Claims Submission

The New Claim page will allow users to submit a new claim for the Celotex Trust.

To begin the new claims submission(s), click on the **New Claim** link located on the top menu bar, which will re-direct the user to the **Choose Trust** page. From this page, sect the primary trust from the Trust drop-down and click the <**New Claim**> button to begin the process or <**Cancel**> to quit.

As mentioned in the previous sections, once the <**New Claim**> button is clicked, the user may navigate through the claim form using the Page Links or the <**Next**> button.

This next section will explain in detail all of the claim form pages and what specific information each section is requesting. This section will also explain what sections must be completed for the different process options as well as explaining what ****required fields*** must be entered before completing the claim process and the warning messages that are displayed:

- **Representation –** This is the very first page of the claim form. Select the representing attorney and enter any contact information necessary.
  - ***Attorney** - Required field*.
  - **Contact** – This information should specify the information for the contact person at the law firm.

- **Process –** This section allows the user to select the appropriate review process for the claim from the following options:
  - **Discounted Cash Payment ("DCP")**
  - **Individual Review Claim ("IRC")**

- **Injured Party –** The section includes all of the injured party and personal representative information. The user must at least enter the Last Name and answer question 5 before moving on to other sections of the claim.
  - ***Last Name** - Required field*.
  - ***Is injured party living**? - Required field*.
  - ***Social Security Number –** This is not a required field for submitting a claim but if it is left blank, a W003 warning will be displayed on the finish page indicating that a 003 intake deficient code will be applied if submitted without this information.*
  - ***Date of Birth -** This is not a required field for submitting a claim but if it is left blank, a W004 warning will be displayed on the finish page indicating that a 004 intake deficient code will be applied if submitted without this information.*

- **Injuries–** This section allows the user to select all of the appropriate disease levels and enter their date of diagnosis. For DCP claims, if selecting Other Cancer, please enter the description of the other cancer.

- **Dependent –** In this section, the user will enter all dependent information by clicking the <**Add Dependent**> button. Once a dependent is added, the user must click the <**Save**> button in order to save the newly added dependent. Repeat this process for each additional dependent.

- **Occupational Exposure –** In this section, the user will enter all asbestos related exposure by clicking the <**Add Exposure**> button. Once an exposure is added, the user must click the <**Save**> button in order to save the newly added exposure. Repeat this process for each additional exposure record.

- **Secondary Exposure –** From this section, the user can enter any and all second hand or bystander exposure by clicking the **<Add Secondary Exposure>**. For each secondary exposure record, an Exposure record must

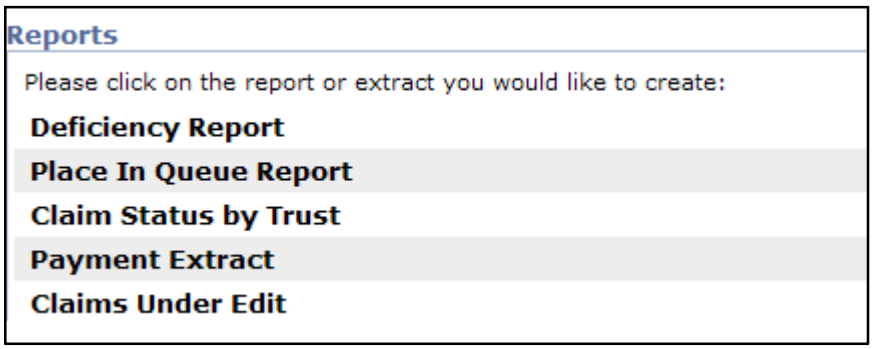
be completed for the occupationally exposed person. *Claimant must seek Individual Review of his or her claim.*

- **Smoking History –** From this section, the user may enter all of the smoking history for the injured party.
- **Litigation –** From this section, the user will enter all asbestos related litigation.
- **Disability –** From this section, the user may enter the workers compensation information. Complete this section only if the injured party has received workers' compensation or any other disability benefit.
- **Employment –** From this section, the user will enter all employment information for any economic loss that is being claimed. If claiming economic losses, the user must provide documentation in the form of an IRS Form W-2 and the first page of IRS Form 1040.
- **Documents –** This section allows the user to electronically submit supporting medical documents. The user may choose to fax documents using the Fax Cover Sheets or directly upload the document into the claim.
- **Finish Claim –** From this section, the user may *submit*, *save* or *delete* the claim.

Chapter 3 Trust Online Reports

Reports

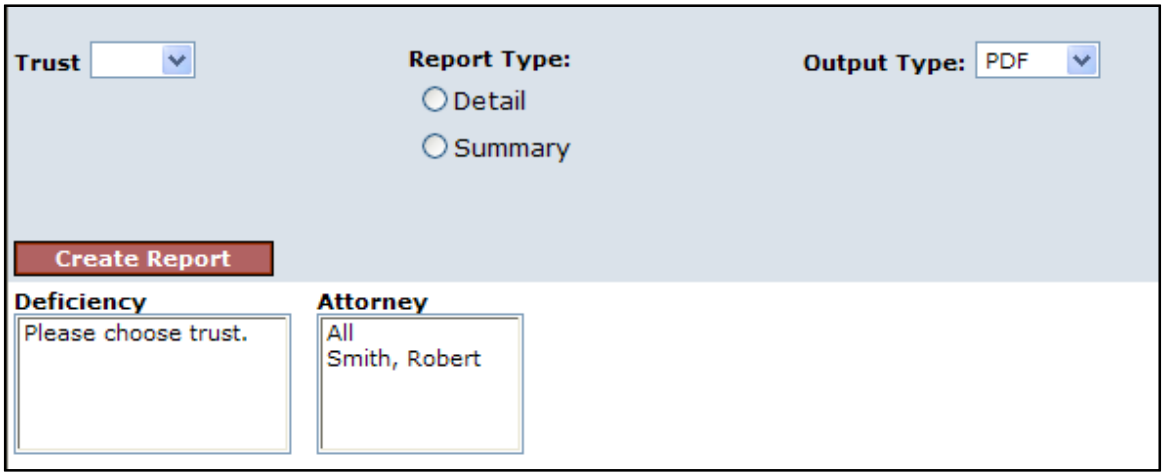
Trust Online provides users with pre-defined reports that may be viewed and/or extracted into a PDF file or spreadsheet. To begin running one of the five reports listed on this page, click on the **Reports** link located on the top menu bar.


Reports
Please click on the report or extract you would like to create:
Deficiency Report
Place In Queue Report
Claim Status by Trust
Payment Extract
Claims Under Edit

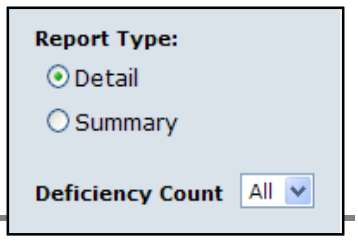
Except for the Payment Extract and Claims Under Edit reports, firms can create reports in one of the following formats: *CSV*, *EXCEL* or *PDF*. The **Payment Extract** and **Claims Under Edit** can only be created as an Exported CSV file.

Deficiency Report

To create a Deficiency Report, click on the Deficiency Report link. Once this page is displayed, you will have several options to choose from.



The selections shown in the image above may control other selections from appearing. For example, when "**Detail**" is selected for the Report Type, a new criterion labeled "**Deficiency Count**" becomes visible. This new criteria is a drop-down that allows the user to include a specific number of deficiencies.



The following are the criteria that can be selected and a brief description of each:

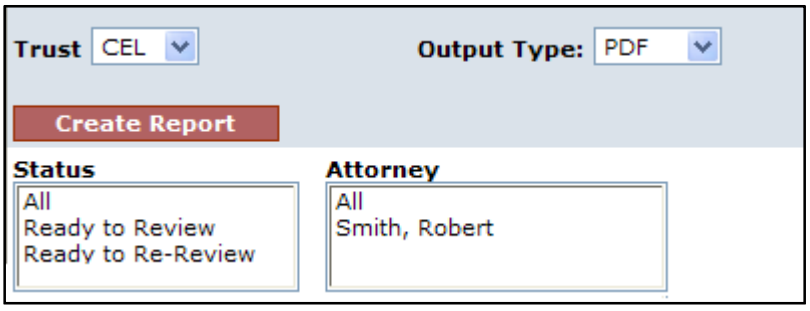
- **Trust** – This drop-down includes all of the Trust(s) the user has access to and must be selected prior to viewing any deficiencies in the **Deficiency** list box.
- **Report Type** – This section will give the user the option of selecting a Detail or Summary report;
    - **Detail –** This report provides the following information: *Claim Number*, *Last Name*, *First Name*, *SSN*, *Paperwork*, *Status* and the *deficiency code(s), which are all grouped by the Attorney.*
    - **Summary –** This report provides the following information: the *Deficiency Description* and the *Number of Claims* with these deficiencies which are also all grouped by the Attorney.
- **Deficiency Count –** When the "**Detail**" report type is selected, the user will have the options to include only the number of deficiencies selected from the drop-down box.
- **Deficiency –** This list box includes the following types of deficiency options as well as all the deficiency codes for the Trust selected: *All, All Intake, All Medical, All Exposure,* and *All Conversion*.
- **Attorney –** This list box includes the entire list of attorneys the user has access to. You may select "**All**" or one more of the attorneys listed.
- **Output Type –** This drop-down box provides the user with the option of viewing, printing or downloading the reports in the following formats: *PDF*, *Excel* and *CSV*.

After entering the criteria, click the <**Create Report**> button. A message box will appear prompting the user to *Open*, *Save* or *Cancel*.

Place In Queue Report

The **Place In Queue** report provides the user with a listing of claims that are in the Review and/or Re-Review Queue with their respective "place in queue" number. This number provides the users with an approximation of how long their claims may remain in the queue until their claim comes up for Review or Re-Review.

To create a Place In Queue Report, click on the Place In Queue link. Once this page is displayed, you will have several options to choose from.



The following are the criteria that can be selected and a brief description of each:

- **Trust** – This drop-down includes all of the Trust(s) the user has access to and must be selected prior to viewing any statuses in the **Status** list box.

- **Status–** This list box includes the following types of statuses that can be selected: *All, Ready to Review, and Ready to Re-review.*
- **Attorney –** This list box includes the entire list of attorneys the user has access to. You may select "All" or one more of the attorneys listed.
- **Output Type –** This drop-down box provides the user with the option of viewing, printing or downloading the reports in the following formats: *PDF*, *Excel* and *CSV*.

After entering the criteria, click the <**Create Report**> button. A message box will appear prompting the user to *Open*, *Save* or *Cancel*. The report list the following information; *Firm Name*, *Attorney Name*, *Claim #*, *Injury*, (Process) *Option*, *Injured*, *SSN*, *PIQ*, *Received* (Date) and grouped by *Status*.

Claim Status by Trust

The **Claim Status by Trust** report provides the user with a summary listing of all of their claims submitted to a specific trust, grouped by claim status.

To create the Claim Status by Trust Report, click on the Claim Status by Trust link. Once this page is displayed, you will have several options to choose from.

The following are the criteria that can be selected and a brief description of each:

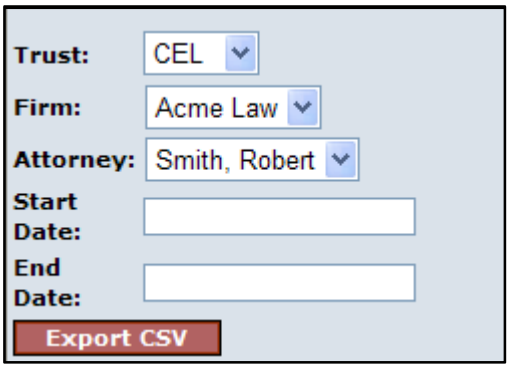
- **Trust** – This drop-down includes all of the Trust(s) the user has access to.
- **Attorney –** This drop-down box includes the entire list of attorneys the user has access to. You may select "All" or one of the attorneys listed.
- **Output Type –** This drop-down box provides the user with the option of viewing, printing or downloading the reports in the following formats: *PDF*, *Excel* and *CSV*.

After entering the criteria, click the <**Create Report**> button. A message box will appear prompting the user to *Open*, *Save* or *Cancel*. The report provides the following information; *Claim #*, *Full Name*, *SSN*, *Attorney Name* and grouped by *Status*.

Payment Extract

The **Payment Extract** report provides the user with a detailed listing of all of the paid claims submitted to a specific trust, filtered by Attorney and Date ranges.

To create this report, click on the Payment Extract link. Once this page is displayed, you will have several options to choose from.



The following are the criteria that can be selected and a brief description of each:

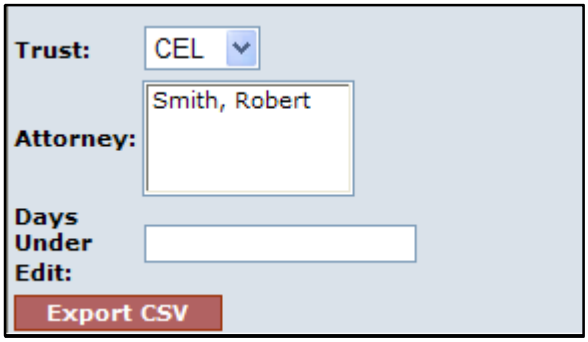
- **Trust** – This drop-down includes all of the Trust(s) the user has access to.
- **Attorney –** This drop-down box includes the entire list of attorneys the user has access to. You may select "All" or one of the attorneys listed.
- **Start Date –** Enter the Start date of the report requested. Payments created on the Start Date entered will be included in the report.
- **End Date –** Enter the End date of the report requested. Payments created on the End Date entered will be included in the report.

After entering the criteria, click the <**Export CSV**> button. A message box will appear prompting the user to *Open*, *Save* or *Cancel*. The report provides the following information; *Trust, Firm Name, Attorney Last Name, Attorney First Name, Attorney Middle Initial, Claim Number, Last 4 SSN, Claimant Last Name, Claimant First Name, Claimant Middle Initial, Payment Date, Principal Amount and Sequence Adjustment Amount.*

Claims Under Edit

The **Claims Under Edit** report provides the user with a summary listing of all of the claims that are currently being edited.

To create the Claims Under Edit Report, click on the Claims Under Edit Report link. Once this page is displayed, you will have several options to choose from.



The following are the criteria that can be selected and a brief description of each:

- **Trust** – This drop-down includes all of the Trust(s) the user has access to.

- **Attorney –** This list box includes the entire list of attorneys the user has access to. You may select "All" or one or more of the attorneys listed.
- **Days Under Edit –** This field allows the user to specify the number of days the claims is being edited.

After entering the criteria, click the <**Export CSV**> button. A message box will appear prompting the user to *Open*, *Save* or *Cancel*. The report provides the following information; *Trust*, *Claim #*, *Account User*, *Account Last Name*, *Account First Name*, *Account Email*, *Firm Name*, *Claim Attorney*, *Edit Date*, *Linked*, *Status* and *Queue*.

Chapter 4 Trust Online Notifications

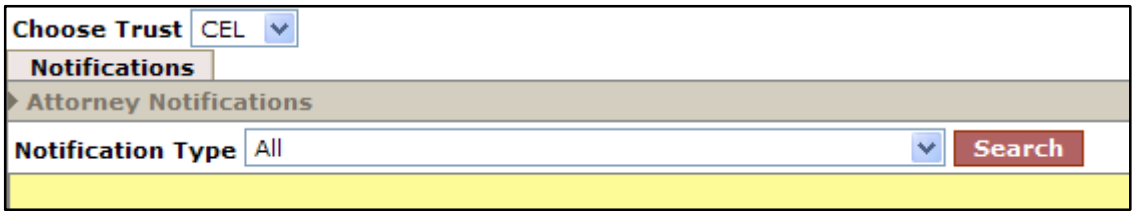
Notifications

Trust Online provides an electronic method of notifying law firms with updated information about their claims. Firms will still have the option to elect to receive paper notifications.

Notifications are provided for the following and are broken down into two levels:

- **Firm Level**
  - Payments
- **Attorney Level**
  - Offers
  - Release Deficiencies
  - Intake/Review Deficiencies
  - Activities
    - Prepetition Letters - (PREPETITN, PREPETITN2, etc.)
    - Duplicate Claim Letters - (Different Attorney, Same Attorney)

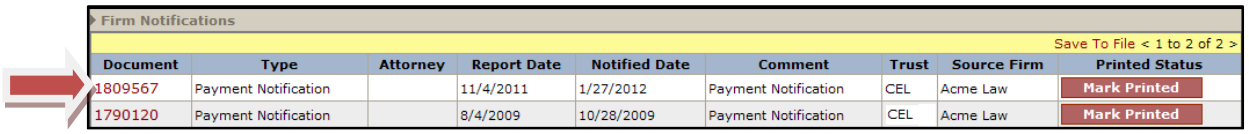
When navigating to the Notifications page, a Choose Trust drop-down will be displayed at the top of the page. The selections of Trust in this drop-down are listed in alphabetical order and will solely depend on the Trust access the user currently has. To begin to view notifications, select the appropriate trust and click the Search button.



Firm Level Notifications

Firm Level notifications refer only to the **Payment Notifications** and can only be changed by the Facility. The firm must contact the facility to authorize their staff users to receive the email notification when payments are made.

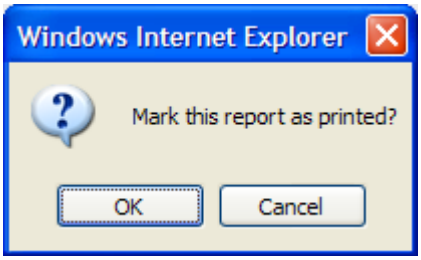
When payments are made, the Facility will send an email notifying each authorized user to proceed to the Notifications page of Trust Online. The Firm Notifications is displayed in the bottom section of this page and includes the following information; *Document* (id), *Type*, *Report Date*, *Notified Date*, *Comment*, *Trust*, *Source Firm* and *Printed Status*.


Firm Notifications

Save To File < 1 to 2 of 2 >

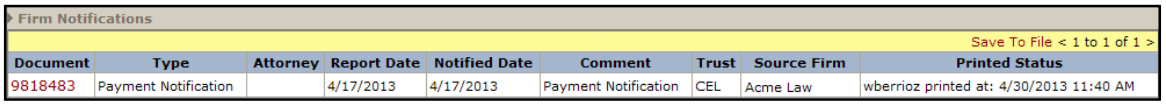
Document	Type	Attorney	Report Date	Notified Date	Comment	Trust	Source Firm	Printed Status
1809567	Payment Notification		11/4/2011	1/27/2012	Payment Notification	CEL	Acme Law	Mark Printed
1790120	Payment Notification		8/4/2009	10/28/2009	Payment Notification	CEL	Acme Law	Mark Printed

To view the notification document(s), click on the Document hyperlink number. Once the PDF document is opened, the user may save or print it. The "**Print Status**" column provides the user with a button labeled <**Mark Printed**>.



Once the button is clicked, a warning message will be displayed prompting the user to click <**OK**> to proceed or <**Cancel**> to quit.

After clicking the <**OK**> button, a new message is displayed in the Print Status column with the username of the individual who printed the document and the time and date the document was printed.


Firm Notifications

Save To File < 1 to 1 of 1 >

Document	Type	Attorney	Report Date	Notified Date	Comment	Trust	Source Firm	Printed Status
9818483	Payment Notification		4/17/2013	4/17/2013	Payment Notification	CEL	Acme Law	wberrioz printed at: 4/30/2013 11:40 AM

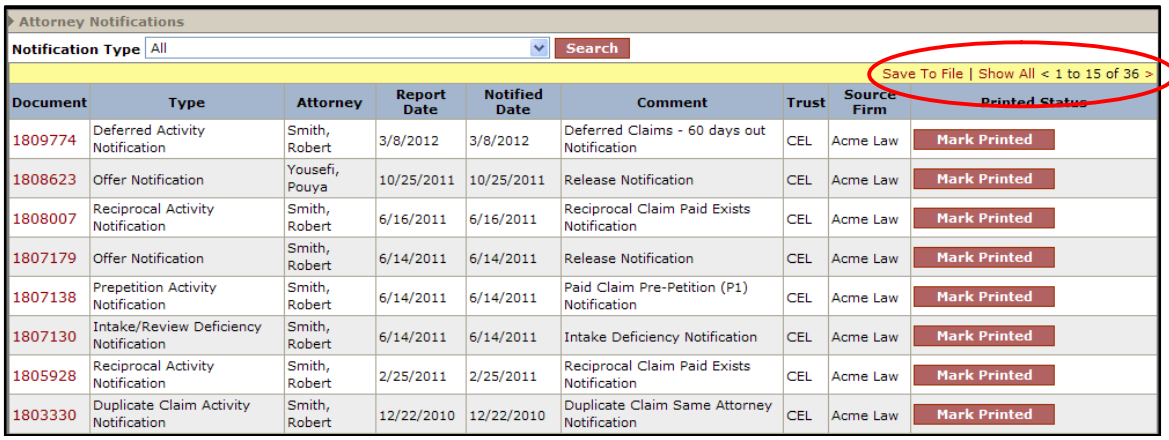
Even after clicking this button, user(s) can still re-print the document by clicking the Document id.

Attorney Level Notifications

Attorney Level notifications refer to all other types of notifications including *Offers*, *Release Deficiency*, *Intake/Review Deficiency* and *Activities*. The notification preferences can be changed by the FSU and/or the submitting attorney with an Attorney account.

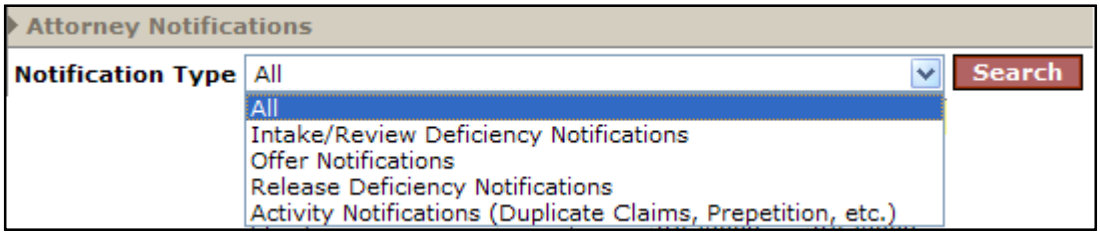
For more information on how to set up these notifications, see Chapter 1 Attorney Options.

When the Facility generates *New Releases*, *Deficiency Letters* and *Activity Letters*, Trust Online will send an email notifying each authorized user to proceed to the Notifications page. The Attorney Notifications are displayed in the top section of this page and includes the following information; *Document* (id), *Type*, *Attorney*, *Report Date*, *Notified Date*, *Comment*, *Trust*, *Source Firm* and *Printed Status*.

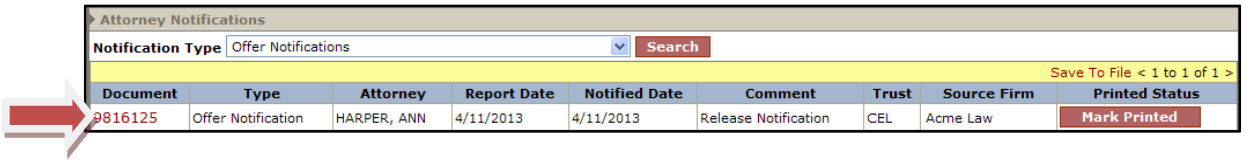

Attorney Notifications
Notification Type All
Search
Save To File | Show All < 1 to 15 of 36 >
Document | Type | Attorney | Report Date | Notified Date | Comment | Trust | Source Firm | Printed Status
1809774 | Deferred Activity Notification | Smith, Robert | 3/8/2012 | 3/8/2012 | Deferred Claims - 60 days out Notification | CEL | Acme Law | Mark Printed
1808623 | Offer Notification | Yousefi, Pouya | 10/25/2011 | 10/25/2011 | Release Notification | CEL | Acme Law | Mark Printed
1808007 | Reciprocal Activity Notification | Smith, Robert | 6/16/2011 | 6/16/2011 | Reciprocal Claim Paid Exists Notification | CEL | Acme Law | Mark Printed
1807179 | Offer Notification | Smith, Robert | 6/14/2011 | 6/14/2011 | Release Notification | CEL | Acme Law | Mark Printed
1807138 | Prepetition Activity Notification | Smith, Robert | 6/14/2011 | 6/14/2011 | Paid Claim Pre-Petition (P1) Notification | CEL | Acme Law | Mark Printed
1807130 | Intake/Review Deficiency Notification | Smith, Robert | 6/14/2011 | 6/14/2011 | Intake Deficiency Notification | CEL | Acme Law | Mark Printed
1805928 | Reciprocal Activity Notification | Smith, Robert | 2/25/2011 | 2/25/2011 | Reciprocal Claim Paid Exists Notification | CEL | Acme Law | Mark Printed
1803330 | Duplicate Claim Activity Notification | Smith, Robert | 12/22/2010 | 12/22/2010 | Duplicate Claim Same Attorney Notification | CEL | Acme Law | Mark Printed

Notice also that this section defaults to the "**Page File**" view, which means that only 15 notifications are viewable at a time. To view all notifications, click the "**Show All**" link located on the yellow bar above the column headings.

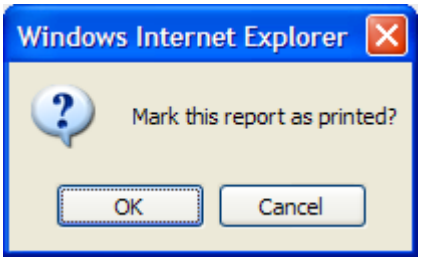
See Image Above



You may also limit the number of notifications that appear by selecting one of the types from the Notification Type drop-down box and clicking the <**Search**> button. In this example, the user selected "Offer Notifications". The new results now only display two documents.

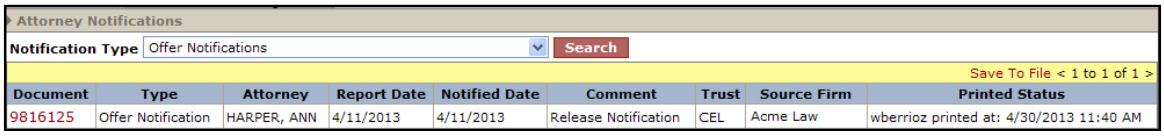

Attorney Notifications
Notification Type Offer Notifications
Search
Save To File < 1 to 1 of 1 >
Document | Type | Attorney | Report Date | Notified Date | Comment | Trust | Source Firm | Printed Status
9816125 | Offer Notification | HARPER, ANN | 4/11/2013 | 4/11/2013 | Release Notification | CEL | Acme Law | Mark Printed

To view the notification document, click on the Document hyperlink number. Once the PDF document is opened, the user may save or print it. The "**Print Status**" column provides the user with a button labeled <**Mark Printed**>.



Once the button is clicked, a warning message will be displayed prompting the user to click <**OK**> to proceed or <**Cancel**> to quit.

After clicking the <**OK**> button, a new message is displayed in the Print Status column with the username of the individual who printed the document and the time and date the document was printed.



Even after clicking this button, user(s) can still re-print the document by clicking the Document id.

Chapter 5 Celotex Conversion

Conversion

The Celotex Trust can only be converted to an AWI, BW, OC, FB, USG, FLX, FER or TN claim. Celotex cannot be converted from any Trust in Trust Online. Celotex does not offer the Linking option.

The conversion process takes existing *claim* and *review data* from the Celotex Trust claim (**Source Claim**) and imports this data into a new claim for another Trust (**Target Claim**). The Celotex claim used in this conversion process can be in any status or queue.

Linking

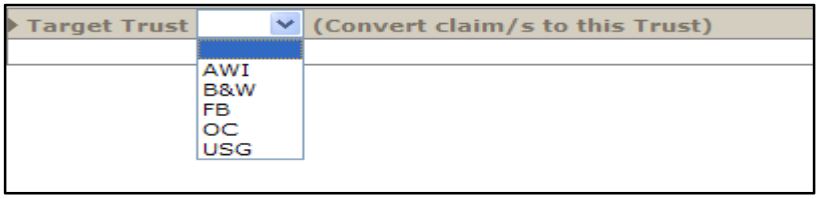
The Linking option is not available for Celotex claims.

Conversion Process

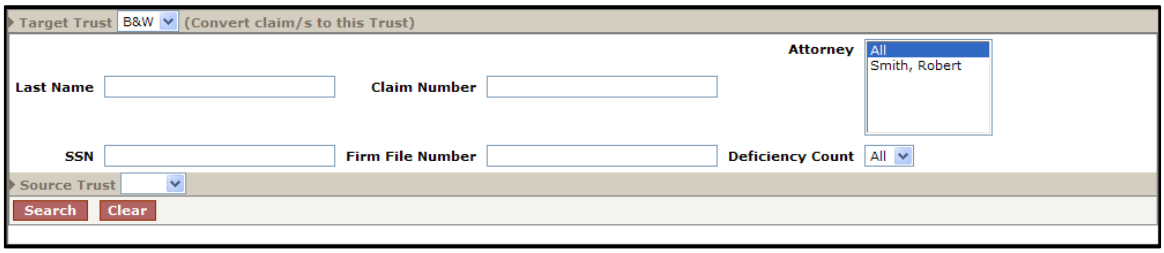
The conversion process limits the amount of time needed to submit an entirely new claim. By using the conversion process, information that was previously entered during the Review decision as well as information submitted by the law firm for the Celotex Claim will carry across to the new Target Claim.

Using this process, only one new Target Claim can be submitted at a time. If additional Trust Claims need to be submitted from the Celotex Claim, the user will need to convert from the original Celotex Claim or the newly submitted Target Claim.

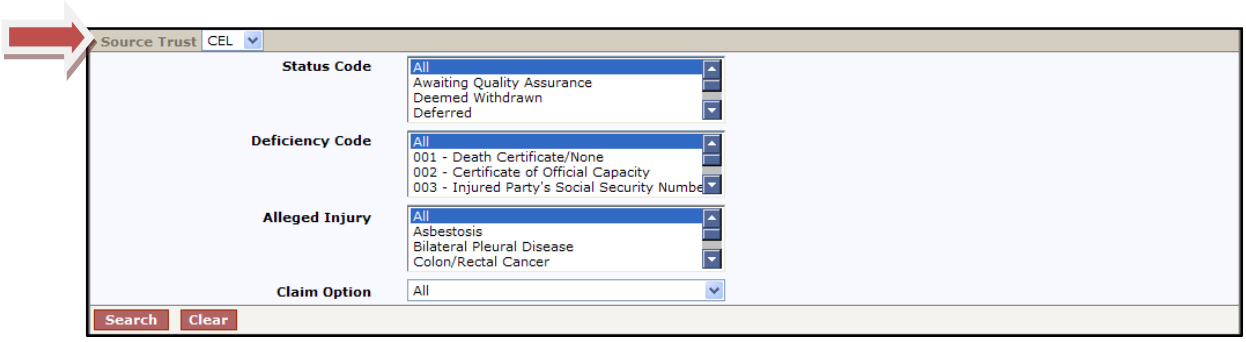
To begin the conversion process, log into Trust Online and proceed to the Conversion Page by clicking on the Conversion tab on the top menu bar. From this page, you will need to select the Target Trust from the drop-down.



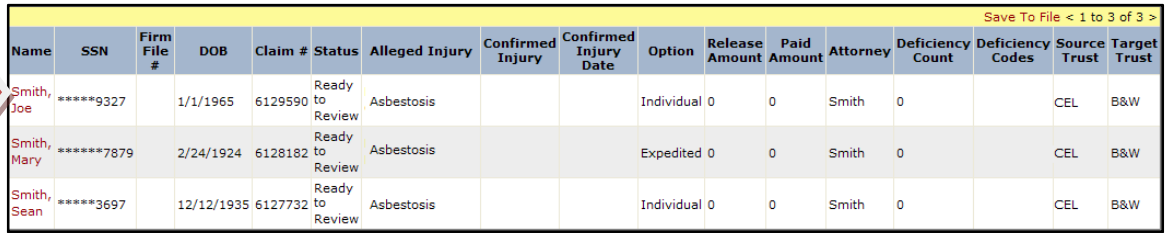
Once the Target Trust is selected, additional search fields will be displayed allowing the user to search for their Celotex claim using one or more of the following criteria: *Last name*, *SSN*, *Claim Number*, *Firm File Number*, *Attorney* and/or *Deficiency Count*.



Users may also search for a list of claims to convert by selecting CEL from the **Source Trust** drop-down box. Once CEL is selected, additional search fields will be displayed allowing the user to search for their list of claims using one or more of the following criteria: *Status Code*, *Deficiency Code*, *Alleged Injury* and/or *Claim Options*.



After specifying all of your search criteria, click the <**Search**> button. The Search Grid results will display a summary list of claim information from the Source Trust.

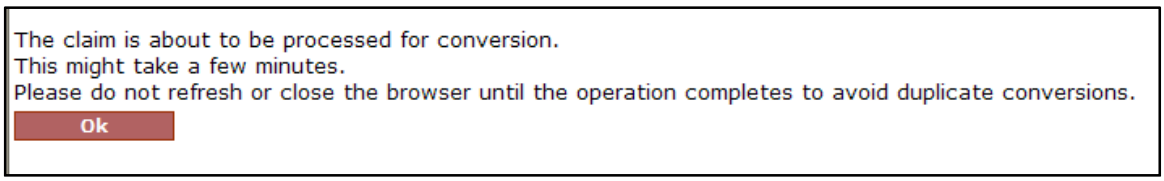


Save To File < 1 to 3 of 3 >

Name	SSN	Firm File #	DOB	Claim #	Status	Alleged Injury	Confirmed Injury	Confirmed Injury Date	Option	Release Amount	Paid Amount	Attorney	Deficiency Count	Deficiency Codes	Source Trust	Target Trust
Smith, Joe	*****9327		1/1/1965	6129590	Ready to Review	Asbestosis			Individual	0	0	Smith	0		CEL	B&W
Smith, Mary	******7879		2/24/1924	6128182	Ready to Review	Asbestosis			Expedited	0	0	Smith	0		CEL	B&W
Smith, Sean	*****3697		12/12/1935	6127732	Ready to Review	Asbestosis			Individual	0	0	Smith	0		CEL	B&W

The information displayed includes *Name*, *SSN*, *Firm File #*, *DOB*, *Claim #*, *Status*, *Alleged Injury*, *Confirmed Injury*, *Confirmed Injury Date*, *Option*, *Release Amount*, *Paid Amount*, *Attorney*, *Deficiency Count*, *Deficiency Codes*, *Source Trust* and *Target Trust*.

To select a claim to be converted, click on the name of the injured party under the Name field heading. The following warning page will be displayed.


The claim is about to be processed for conversion.
This might take a few minutes.
Please do not refresh or close the browser until the operation completes to avoid duplicate conversions.
Ok

Click the <**OK**> button to continue to proceed to the Conversion Summary page. On this page, there are several sections pertaining to the information that is about to be converted.

At the top of the page, is the Source Trust information which includes the *Source Trust*, *Name*, *SSN*, *Date of Birth*, *Claim Number*, *Status*, *Alleged Injury*, *Evaluated Injury*, *Gross Settlement Value* and *Offer*.

Source Trust	CEL	**Status**	Ready to Review
Name	SMITH, JOE	**Alleged Injury**	Asbestosis
SSN	657459327	**Evaluated Injury**	(none)
Date of Birth	7/7/1945	**Gross Settlement Value**	$0.00
Claim Number	2701003	**Offer Amount**	$0.00

The **Review Results** button located under this section will provide the user with detailed information pertaining to the Review decisions. This will display the Exposure duration calculation and Medical confirmed information as well as the individual medical decisions that will be carried over to the Target Trust.

During the conversion process, a **Conversion Summary** document will be uploaded to the claim as a Conversion Summary Type with a comment of **Source Trust Review Results**. This will provide the same information that is found by clicking the Review Results button above and will remain with the claim for its entirety.

The **Deficiencies** section lists any and all deficiencies that may arise from the conversion. Converting existing claims with deficiencies will result in deficiencies for the newly converted claim. This provides the user with opportunity to clear the deficiency by updating the claim form prior to submitting a new claim.

Deficiencies

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Deficiency Code	Description
130	Medical Report not Provided

The **Warnings** section will display any warnings that may arise from the conversion such as duplicate claim or economic warnings.

Warnings

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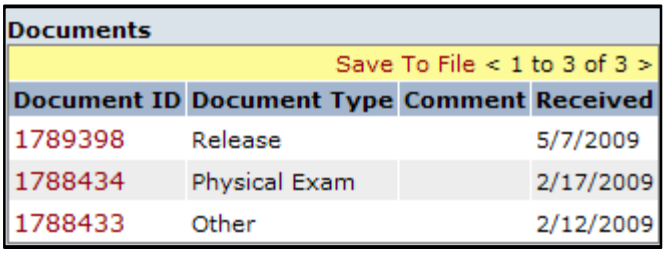
Id	Warning
WA-DUPECLAIM	Claim appears to be a duplicate to another claim in the B&W database and requires research by the Trust.
WA-ECONOMIC	Claim requires research because it contains an economic loss value.

The **Documents** section will display all of the documents that will be carried over to the new claim from the source trust claim.



Documents

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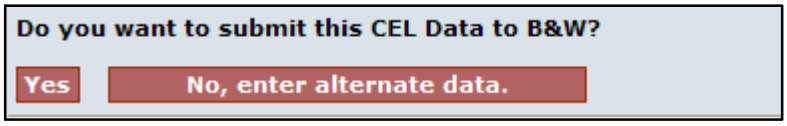
Document ID	Document Type	Comment	Received
1789398	Release		5/7/2009
1788434	Physical Exam		2/17/2009
1788433	Other		2/12/2009

At the bottom of the page, the user will not have the option to Link the source trust claim to the newly converted target trust claim. The "Link these claims" box will be grayed out and unchecked.



Do you want to submit this CEL Data to B&W?

Yes | No, enter alternate data.

After clicking the <**Yes**> button, the user will be redirected to the first page (**Representation**) of the claim form. This will allow the users to update the new claim form with any Trust specific information prior to submitting it.